

Church of the Ascension

Re-Opening: Things Done and Left Undone as of 8/16/20

The following assumes that we can ‘re-open’ even with imperfect technology for live-streaming and without every system in place BUT that we should make sure that we’ve substantially addressed all known concerns related to health and that we have adequate parishioner participation to address those concerns and to fill worship ministry roles. The matters below incorporate some matters related to technology use/status/development but assume this will be separately addressed as appropriate and when timely.

- **Liturgy:**
 - **“Done”:**
 - Verger Mary Beth Hwang has worked with Jim Lobello to identify potential areas of concern and change as well as possible workarounds.
 - Fr. Raymond and MBH have discussed initial ideas and determine a broad direction for what an initial in-person liturgy might look like.
 - Rector, Verger, Senior Warden have met in the church to consider ministers for and choreography of a simple mass.
 - Rector, Verger, Senior Warden have identified issues related to live-streaming in-person masses ... and how, if at all, elements of a live-streamed mass (particularly choral music, whether pre-recorded or offered remotely) could be incorporated into in-person worship.
 - **In Progress:**
 - Re-configuring scheduling systems, recruiting and volunteer availability, communications, changes in volunteer roles, looking at software options to help manage.
 - We have a preliminary list of potential volunteers from the last survey.
 - We will need to transition from the current interim rota for Zoom-based worship to something less ad-hoc and more comprehensive.
 - Fr. R. has drafted a survey to identify availability.
 - MB is renewing contact with scheduling / team management software vendor
 - Current livestream setup cannot be simply translated to in-person/online worship. Research on how to either adapt current resources or provision something that’s a better fit in an affordable way.
 - Possibility of using something other than Zoom, since worship roles will be primarily in-person. Zoom makes participation easy, but is not really meant for video production. Perhaps dedicated streaming software instead.
 - Examples: VMix, OBS, Wirecast. MB research in progress.
 - We will need to expand our WiFi coverage before streaming from sanctuary is reliable and possible at other than very low quality. This will be essential no matter what final tech package we end up with.
 - Final research on two WAP (wireless access point) options to be completed before end of week
 - See some additional notes below.
 - Plan for safer handling of servers’ vestments.
 - A plan has been proposed to assign individual sets to servers. Generally approved; being refined.
 - Exploring options to take the place of multiple liturgical books; considering continuing role of printed handouts
 - We are converging on a sense of how to minimize simultaneous traffic in the sacristies, and how to minimize the number of individuals touching items during preparation.

Continued ...

- Creating documentation and customary to communicate revised procedures - documents are being created and filled in.
- Choosing and acquiring supplies that facilitate distanced in-person worship, such as liturgical implements. See “Supplies” below.
- **Still to do** (worship planning):
 - Detail choreography that implements social distancing, accommodates a unique, limited complement of ministers, and minimizes touching of shared items.
 - Some questions we’ve considered include transfer of cruets and vessels to and from the altar, where ministers stand and sit, cooperation with cameras and mics
 - Detail sacristy procedures relating to preparations before Mass and cleanup after.
 - Example of things we consider: how many people end up touching the various vessels and items? What protocols would encourage safer handling? Who’s responsible for what, when?
 - Draft customary, to be combined with documents already in progress
 - “Dry-run” and test choreography/tech
 - Soft launch of draft customary
 - Create training materials and outlines based on new customary; schedule and run training sessions either live or remotely. See “Training” below.
 - Set up space for servers to vest, reconfigure sacristy storage as needed
 - Create a strategy and plan for transition (if any) of Daily Office to on-premise streaming, on-premise participation, or both.
- **Sanitation:** Dr. Noren is doing a thorough job in preparing, thinking through systems, lists, instructions, supplies, protocols. She is identifying a volunteer team and planning a ‘clean-through’ on Saturday, 8/22. She could be ready to go in a week or two, subject to success on the 22nd.
- **Ushers/greeters/screeners.** Junior Warden Cheryl Peterson has IDd diverse tasks and roles relative to welcoming and ‘front of house’ matters. Wardens/Rector need to discuss a) these roles, b) recruiting and training and c) integrating new needs and protocols into prior usher model, roles and responsibilities.
- **Supplies/Purchases/Materials:** Generally seem to be in good shape (other than tech project). Odds and ends include ...
 - Assembly of narthex table. (and removal/relocation of ‘tract table’
 - Any acquisitions related to hanging acolyte gear - purchase/assembly.
- **Reservation Program** - Br. Nathanael has set one up and we could be ready to go on it, but will need to
 - Implement
 - Communicate to congregation
 - Train/assist members
 - Train ushers (or others)
 - Test the system
- **Flower Guild** – RectorClaire Green have had preliminary talk, but no plan yet in place.
- **HVAC** - we’ve not addressed air quality/circulation in church.
- **Vestry Certification to the Bishop**

Continued ...

- **Trainings before in-person worship begins:**

None have been done, but they'll be needed for.

- Clergy: priests (Lawler, Petite, Pruitt) and deacons (Farrell and Arceneaux)
- Sacristan(s)
- Ushers/Greeters/Scanners
- Altar Servers
- Lectors/Intercessors
- Tech Crew
- Other